

Each team consists of:

Chapter Coordinators

Ensures template is followed, recommends changes in template, checks draft submissions for flow and tone, runs interference to overcome problems, determines when to escalate problems to Director, OLPP, liaisons with team leaders and subject matter consultants, recommends ways to overcome overlaps

Team Leaders

Assigns writing assignments to volunteers, determines chapter content in collaboration with GPO OLPP and other team leaders, works with GPO volunteers, answers volunteer questions via chapter coordinators

Subject Matter Consultant

Assists the team compile best practices for the subject areas; provides expertise in subject area as needed by team leader

New Librarians

Assists team leader by reviewing the chapter content from the perspective of a new member of the FDLP, assessing clarity and offering innovations

Team Researchers/Writers

Assists team leader in performing researching, drafts text for the sections of the chapter, submits suggestions to team leader for content and hot links

Reviewers

Reads the entire chapter for consistency and common sense

Interim Editors

Receives the draft and reviews the chapter for formatting, consistent tone, integrates final chapters into draft manual

Role of the Director, OLPP

Reconciles discrepancies in content with teams, provides administrative oversight to ensure projects stay on timelines, and handles escalations